



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification

Financial Analyst I

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Posting Number

PN# 112718

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Department

Houston Airport System

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Division

Finance & Administration

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Section

Administration

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Reporting Location

16930 John F. Kennedy Blvd. *

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Workdays & Hours

Varied, normally M – F *

*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs routine technical work involving the compiling and analyzing of various statements and reports. Prepares complex work papers, schedules, graphs, charts, etc. Assist with certain phases of project management which may require complex financial and mathematical abilities, assisting in the development of applications/programs to more effectively monitor statistical data on a regular basis. Assist in the professional auditing of departmental, divisional and operating funds for conformance to financial standards and fiscal practices and procedures as well as best practices. May prepare documentation on processes and write user procedures and conduct training. Assist with other projects are requested.

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WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, sit and/or work at computer terminal for extended periods; lift, pull or push physical objects and able to lift up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; and adjust to interruptions and changes. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

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MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

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MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of professional experience in finance, budget analysis, economics or a closely related field.

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MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to candidates with strong writing and analytical/mathematical skills; experience with software development and implementation; and problem/conflict resolution. Candidate must exhibit excellent multi-tasking and organizational skills; have experience in training and/or classroom management; and must be able to work in highly diverse work groups.

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SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

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SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15

\$1,100.00 - \$1,300.00 Biweekly

\$28,600.00 - \$33,800.00 Annually

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OPENING DATE

AUGUST 23, 2006

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CLOSING DATE

OPEN UNTIL FILLED

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APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:

www.fly2houston.com

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

An equal opportunity employer